

Carlos Hernandez
Mayor

Luis Gonzalez
Council President

Katharine E. Cue-Fuente
Council Vice-President



Council Members

Jose F. Caragol
Vivian Casals-Muñoz
Isis Garcia-Martinez
Paul B. Hernandez
Lourdes Lozano

City of Hialeah

March 2017

The City of Hialeah is accepting **RESUMES** for the position of:

PURCHASING AIDE

CLOSING DATE	SALARY	JOB TYPE
March 17, 2017	\$1,099 - \$2,213 Bi-weekly	Full-time

EXAMPLES OF DUTIES

- Assists with procurement problems within the scope of assigned area;
- Compiles formal and informal bid specifications, notices and proposal sheets;
- Prepares tabulations of bids received and evaluates bids;
- Does research required for obtaining formal bids, schedules delivery dates and affects follow-up procedure on delayed deliveries;
- Maintains and uses a variety of records and files;
- Resolves incorrect billings by vendors;
- Completes requests for quotes; creates purchase requisitions, tracks and receives purchases, prepares and submits invoices for payment, and prepares and submits check requests according to current City procedures;
- Monitors open purchase orders;
- Monitors and analyzes expenditures by account;
- Prepares Council letters for major purchases as assigned;
- Creates and maintains tracking spreadsheets as assigned;
- Maintains vendor files complete and current;
- Assists companies in paperwork to become vendors when needed;
- Stockroom inventory and maintenance as assigned;
- May train and direct the work of a few manual and clerical assistants;
- Checks and verifies items received, and processes invoices for payment;
- Moves equipment, goods and materials in a warehouse environment using powered tools and vehicles;
- Responsible for issuance of equipment and other stored materials;
- Oversees the receiving and storing of materials by proper storage;
- Provides technical expertise on specific categories and enforces necessary competitive procedures in accordance with applicable legal and procedural requirements;
- Troubleshoots and solves purchasing related problems;
- Secures competitive discounts;

- Tabulates and analyzes bids to determine lowest responsive and responsible bid;
- Prepares correspondence and prepares interviews with salespersons and vendors regarding bids, products and services;
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern office practices, procedures and equipment;
- Ability to carry out complex oral and written instructions;
- Knowledge of business arithmetic and English;
- Ability to use complex records and prepare reports;
- Ability to establish and maintain effective working relationships with vendors and other employees;
- Knowledge of regulations in government ordering and purchasing of City and/or stores and materials.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

REQUIREMENTS

Must have:

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, Accounting, or a closely related field; **OR**
- A minimum of four years of professional purchasing experience. (An applicant who has not graduated from college/university may substitute experience in a large store or warehouse which would provide a working knowledge of the usage, quality, and sources of one or more general classes of materials, supplies, or equipment, on a year-for-year basis up to a maximum of two years); **AND**
- Valid driver license issued by the State of Florida.

If you meet the minimum requirements and want to be considered for the position, please email your resume and supporting documentation to:

HRRESUMES@HIALEAHFL.GOV